

WISCONSIN ANNUAL RECIPROCAL WINE SHIPMENT REPORT

Name			Reporting Year
Address			WI Permit Number
City	State	Zip Code	FEIN

Mail report by January 31st to:
Wisconsin Department of Revenue
PO Box 8900
Madison, WI 53708-8900
Phone: (608) 266-6702
Fax: (608) 261-7049

[illegible]

I declare under penalties of law that I have examined this return and to the best of my knowledge and belief, it is true, correct and complete.

Signature	Title	Business Phone	Date
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INSTRUCTIONS

WHO MUST FILE THIS REPORT

All out-of state wineries authorized by the Wisconsin Department of Revenue to ship wine to individuals in this state under the reciprocal wine agreement shall submit an annual report to the Department by January 31st of the following year.

All in-state permittees that ship wine from this state to individuals in another state under authorization of a reciprocal wine agreement shall submit an annual report to the Department by January 31st of the following year.

SHIPMENT OF PRODUCT

A winery may ship wine into this state or out of this state under the reciprocal wine agreement to an individual who is of legal drinking age. The individual must acknowledge receipt of the wine shipped in writing. The shipping container must be clearly labeled to indicate that the package may not be delivered to an underage person or to an intoxicated person. A signature on the delivery form of the common carrier by a person of legal drinking age acknowledges delivery in writing.

A person receiving wine under the reciprocal wine agreement may not sell it or use it for a commercial purpose.

DUE DATE OF REPORT

Your report is due January 31st of each year. To be timely filed, the envelope must be postmarked by a U.S. Post Office on or before the due date **and** received by the department within five (5) days of the due date.

Late-filed reports are subject to a statutory \$10 late-filing fee.

WHERE TO FILE YOUR REPORT

Mail your report to:

Wisconsin Department of Revenue
Mail Drop 5-107
Post Office Box 8900
Madison, WI 53708

INVOICES ARE NOT REQUIRED – IT IS NOT NECESSARY TO SUBMIT INVOICES WITH YOUR REPORT. THE DEPARTMENT WILL CONTACT YOU IF AN INVOICE IS REQUIRED.

KEEP COMPLETE AND ACCURATE RECORDS

You must keep a complete copy of your report and all records pertaining to your business for at least four years. The records must be kept in a place and manner easily accessible for review by department personnel.

NAME, ADDRESS AND OWNERSHIP CHANGES

You must notify the department in writing when your business changes its name, address, ownership or Federal Employer Identification Number (FEIN).

Ceasing Operations – Written notification is also required when you cease operating in Wisconsin so we can inactivate your permit. You are responsible for filing a report up until the time you ceased operating in Wisconsin.

COMPLETING YOUR REPORT

Enter your company's name and address as they appear on the permit issued by the department. Also, enter the year covered by your report, your Wisconsin permit number and your Federal Employer Identification Number (FEIN).

Name

Line 1: Enter the name of the individual purchasing the wine for shipment into or out of Wisconsin.

Line 2: Enter the name of the individual receiving the wine (if different from the line 1 individual).

Address

Line 1: Enter the address of the individual purchasing the wine for shipment into or out of Wisconsin.

Line 2: Enter the address of the individual receiving the wine (if different from the line 1 individual).

Birthdate

Line 1: Enter the birthdate of the individual ordering the wine.

Line 2: Enter the birthdate of the individual receiving the wine (if different from the line 1 individual).

NOTE: Both individuals must be of legal drinking age.

Invoice – Enter the invoice number and date.

Type of Product – List the type of product purchased, i.e. Cabernet Sauvignon, Merlot or Chardonnay.

Total Invoice Price – List the total of all products shipped on the invoice, less shipping and handling.

Wine Liters – List the total liters shipped into or out of Wisconsin.

Calculate wine under and wine over liters according to federal regulations. Extend liters to the nearest hundredth, for example, 3.25 liters.

SIGN AND DATE THE REPORT, AND INCLUDE A TELEPHONE NUMBER.